

## REPORT OF CHANGE IN FAMILY COMPOSITION

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Head of Household \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Work/Home/Message \_\_\_\_\_

### **ADDING A HOUSEHOLD MEMBER**

Name of person \_\_\_\_\_

Address \_\_\_\_\_

How long at this address? \_\_\_\_\_ Phone \_\_\_\_\_

Relationship to Head of Household? \_\_\_\_\_

**Important Notices:** Program participants must submit a letter from their landlord approving this addition to the household. Any addition that is not by birth, adoption, or legal guardianship must be pre-approved by WNCSource. When requesting the addition of a new household member you must also complete a Change of Income form. Failure to attach the required documentation will delay processing.

### **REMOVING A HOUSEHOLD MEMBER**

Name of family member being removed \_\_\_\_\_

New Address \_\_\_\_\_

Phone \_\_\_\_\_ Date person moved out \_\_\_\_\_

Reason person is being removed \_\_\_\_\_

**Important Notice:** Attach verification of new address (i.e: Lease, rent receipt, business mail, etc.)  
Failure to attach the required documentation will delay processing.

Signature of Head of Household \_\_\_\_\_

Date \_\_\_\_\_

**Warning:** Title 18, Section 1001 of the United States code, makes it a criminal offense to make willful false statements or misrepresentations to any Department or Agency of the United States.